

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD
P. O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #03-303C

**Accounting Officer
N0323
GS-0510-12
\$56,463 - \$73,403 pa**

ANNOUNCEMENT DATE: 2 December 2003
CLOSING DATE: 27 January 2004

SELECTING OFFICIAL: Financial Manager

APPOINTMENT FEATURES: Competitive Status
Career-Career Conditional

POSITION LOCATION: USPFO for California – San Luis Obispo, CA

RELOCATION BONUS MAY OR MAY NOT BE AUTHORIZED

CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT OF THIS POSITION AND VACANCY ANNOUNCEMENT #03-202. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW TPM, ANNEX A.

This position is located in the Comptroller Division, US Property and Fiscal Office (USPFO). The primary purpose of this position is to serve as an Accounting Officer with responsibility for managing the total accounting function for the state ARNG.

1. **AREA OF CONSIDERATION:** **Statewide.** Applications will be accepted from permanent technicians with Career or Career Conditional status within the California Army National Guard technician program.

2. **CONDITION OF EMPLOYMENT:** Completion of a favorable National Agency Check. Must participate in PD/EFT (Direct Deposit).

3. **DUTIES:** Provides financial accounting advice, analysis and assistance to the Financial Manager, USPFO, and all organizational elements of the respective state NG regarding the development of accounting policies, systems, and operating procedures; provides both professional accounting assistance and systems design support in the development of automated accounting systems and operating procedures for the Financial Manager; serves as a professional accountant administering accounting systems; supervises the work of the Fiscal Accounting Branch within the Comptroller Division; assists, guides, directs and oversees all professional accounting work of the division.

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4. QUALIFICATION REQUIREMENTS:

Basic Requirements for Staff Accountant, GS-0510-12:

(1) **Degree:** Accounting; or a degree in a related field such as business administration, finance, or public administration that includes or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly "accountant" should be interpreted, generally, as "accountant and/or auditor.");

OR

(2) Combination of education and experience: At least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. Applicant's background must also include one of the following: (a) 24 semester hours in accounting or auditing courses of appropriate type and quality, this can include up to 6 hours of business law; (b) A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination;

OR

or (c) Completion of the requirements for a degree that included substantial course work in with major study in accounting, auditing, e.g., 15 semester hours, but which does not fully satisfy the 24 semester hour requirement of number (1), provided that (a) the applicant has successfully demonstrated the ability to perform work of the GS-11 or higher grade level in accounting, auditing or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors have determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement which is normally associated with successful completion of the 4-year course of study in number (1); and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

b. Additional experience and education requirements for GS-07 and above: In addition to meeting the basic entry qualification requirements, applicants must have either specialized experience or directly related education in the amounts shown below. Applicants who meet education requirements for a higher grade are also qualified for appropriate positions at lower grades.

(1) **GS-12** requires 1 year at least equivalent to the next lower grade level.

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c. **Specialized Experience:** Experience which is in or related to the line of work of the position to be filled and which has equipped the applicant with the specific knowledge, skills, and abilities to successfully perform the duties of the position.

5. **KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

a. Knowledge of accounting and auditing concepts, practices, techniques and Comptroller General standards.

b. Knowledge of applicable laws and NGB policy and regulations.

c. Ability to gather, organize, and evaluate data in complex areas.

d. Skill in assessing degree to which program goals are met.

e. Ability to develop findings/reports which clearly identify operational problems and required corrective actions.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). ***ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.*** VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

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FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY/MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER